



Steven L. Beshear
Governor

PERSONNEL CABINET
501 High Street, 3rd Floor
Frankfort, Kentucky 40601
Phone (502) 564-7430
Fax (502) 564-7603
www.personnel.ky.gov

Nikki R. Jackson
Secretary

August 15, 2010

RE: Formal Notice of Furlough Dates and Furlough Plan Information

Dear State Employee:

As you are likely aware, state executive branch employees are to be furloughed during this fiscal year in order to achieve the savings required by the budget passed by the General Assembly. There will be a total of six (6) furlough days which apply to all employees, merit and non-merit.

Three (3) of these furlough days will be established, "common" days of furlough. On these days, when possible, state government is to be shut-down. These common furlough days will increase operational savings and are adjacent to state holidays.

Therefore, please be advised that state government will be closed on the following common furlough days:

September 3, 2010

November 12, 2010

May 27, 2011

Pursuant to 101 KAR 5:015E, this correspondence serves as formal notice of the above-referenced furlough dates. Therefore, your hours will be temporarily reduced without pay on these dates and you should not report to work. **Your agency's Appointing Authority will soon submit a furlough plan which may include alternative furlough dates other than those stated above. NOTE: Alternative dates submitted by your Agency's Appointing Authority may be issued, so as to not impact any critical services to the public.** If approved, and if you are impacted by these alternative dates, you will receive further notification from your agency's Appointing Authority.

As provided in 101 KAR 5:015E, this is not an appealable action.

If you have any questions regarding the above-referenced information, please feel free to contact your agency HR Administrator. As always, thank you for your continued service to the Commonwealth.

Sincerely,

Nikki Jackson
Secretary, Personnel Cabinet